



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34305-22417
AMENDMENT # 1
FOR NURSING HOME CIVIL MONETARY PENALTY
QUALITY IMPROVEMENT (CMPQI) PROGRAM
IMPLEMENTATION**

DATE: FEBRUARY 14, 2017

RFA # 34305-22417 IS AMENDED AS FOLLOWS:

1. This RFA Schedule of Events updates and confirms scheduled RFA dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		Confirmed
2. Pre-proposal Teleconference	2:00 p.m.	Confirmed
3. Written "Questions & Comments" Deadline	2:00 p.m.	Confirmed
4. State Response to Written "Questions & Comments"		February 14, 2017
5. Deadline for Applications	2:00 p.m.	February 27, 2017
6. Initial Evaluation Notice Released	2:00 p.m.	March 21, 2017
7. Estimated effective Start Date of Contract		July 1, 2017

2. State responses to questions and comments in the table below amend and clarify this RFA.

Any restatement of RFA text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFA document.

QUESTION / COMMENT	STATE RESPONSE
1 How do I submit the Application online?	Please open the Application by clicking on the DOWNLOAD HERE button. You will fill out the application and save to your computer. You will then go back to the

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	<p>Funding Opportunities website http://tn.gov/health/article/funding-opportunities and click on the button Click Here to Upload. You will complete the short form, click on the Browse button under Upload attachments, find the file and click on the file to upload and then click open. It has now attached the Application. There are two other boxes for Upload other for any other attachments. The Upload Button will be added when this Amendment is posted.</p>
<p>2 Sample GR Contract, Section C.3. Payment Methodology – Total Advance Payment: Does the Grantee need to pay the expenses for the project and then be reimbursed by the TN Department of Health or will payment of the total grant amount be made to the grantee in a lump sum upon approval of the Grant Contract? In either case, I understand that the grantee will have to submit quarterly expense and budget reports to the State and CMS.</p>	<p>The intent is to pay the grantee the full amount of the allotted grant in advance upon submission of a claim as soon as the contract is approved. If the grant is a multi-year grant, the grantee must have satisfactorily completed the work scheduled for the first year, etc., and would then submit a separate claim for each year at the beginning of that year's cycle. Under this payment methodology the grantee does not have to pay expenses for the program up front. Grants issued in prior years did not contain this particular payment methodology.</p>
<p>3 If we decide we want to do the Keys for QAPI Success workshops in early 2018 because the TEAC/Eden sessions will be in September or October and November is a bad month to schedule something (in terms of possibilities for attendance), would we still use this year's application to do so?</p>	<p>Depending upon the grant proposal timeline submitted and timeframe requested, these grants are generally issued for a one year period. As this round of grants are tentatively expected to begin on or after July 1, 2017, and if it was a one year grant that the proposer submitted, then the grant would not expire until June 30, 2018 so any training taking place after the effective date and before the grant expiration date would be acceptable.</p>
<p>4 Sample GR Contract, Section C.4. Travel Compensation - Can you send a copy of the "State Comprehensive Travel Regulations or the link of where to find them?</p>	<p>State of Tennessee Travel Regulations are located at the following link: http://tn.gov/assets/entities/finance/attachments/policy8.pdf</p> <p>The federal per diem rates can be assessed at the following link: https://www.gsa.gov/portal/content/104877</p>
<p>5 Can we only put in the budget the \$ amounts according to the TN or Federal travel reimbursement rate schedule? If so, I found the State of Tennessee Travel Regulations document which is geared to State of TN employees and the link you sent me to the Federal per diem rates to be confusing so I'm hoping that you will be able to tell me what per diem rates we would need to adhere to, if in fact, they would apply to our faculty?</p>	<p>According to the State of Tennessee Pro Forma grant contract language: "<u>Travel Compensation</u>. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement." The Federal per diem rates are what the State of Tennessee bases the setting of hotel room rates. Only certain larger cities are identified in those State regulations whereas the Federal per diem system identifies others not listed in the State's regulations.</p>
<p>6 We are proposing a research project to collect falls data from area nursing homes to analyze a predictive model for patient falls based on patient co-morbidities and day of admission. We would be seeking the falls data from area</p>	<p>Preliminary agreements with any nursing homes that would be submitting such data or directly participating in any proposed grant should be in writing and in place prior to submission of the proposal.</p>

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<p>nursing homes (both with and without injury) to develop an algorithm that can be used as a predictor for patient falls based on admission day and comorbidity. This is something that we believe could be used to trigger falls assessments and other safety measures in the facilities based on day of admission and comorbidities.</p> <p>Are we required to have any preliminary agreement in writing with these facilities to submit the application for the grant, or if these partnerships can be secured after the application deadline?</p>	
<p>7 Can grant awarded funds be used to pay the salary for non-nursing home personnel (health care providers) who will be implementing the program?</p>	<p>If an organization must hire an individual to perform the duties delineated in their grant proposal, the salaries are able to be compensated utilizing grant funding, but only for the period of the grant. The maximum period of time a grant maybe approved is for three years.</p>
<p>8 Is it correct that communities managed by the same company could submit an application as one? In doing so, they do not compete against each other since there are a limited number of applications Tennessee approves and sends on to CMS for their review and selection for the money.</p>	<p>Yes, otherwise each community would be in direct competition with the others from that company as well as all other proposals submitted that period.</p>
<p>9 An organization has the option to submit supplementary brochures and peer-reviewed literature among other documents along with the required components of the application. Are these supplementary documents counted against the page limit of 20?</p>	<p>Yes, therefore an organization may want to include URL links to access such brochures/literature.</p>
<p>10 Part II: Applicable to Certified Nursing Home Applicants (page 7) Does the information listed in this section need to be completed for a University application?</p> <p>We are planning on having multiple Skilled Nursing Facilities (SNF), do we need to complete the items listed for each facility-if so where and how should we include the information?</p>	<p>If the potential grantee will be sub-contracting with and providing grant funds to one or more nursing homes, then the information on page 7 of the CMS application would need to be completed for each nursing home. Otherwise an organization that is only working in collaboration with one or more nursing homes can list the required facility information for all on a single list.</p>
<p>11 Part III: Project Category (page 8) When the project includes more than 1 project category, do we need to place an X in both categories or chose the one that the project focuses on predominantly?</p>	<p>If a project covers more than one project category, mark each category it covers.</p>
<p>12 Part VI: Purpose and Summary (page 9) What is the page limit for the letter to the</p>	<p>The entire proposal including that letter, minus the required</p>

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State Agency Director, Mr. Vincent Davis?	completed checklist, is limited to 20 pages. There is no stipulation on the page limit for the transmittal letter to Mr. Davis.
13 Part X: Consumer/Stakeholder Involvement (page 11) We are planning on having multiple SNF, we intend to have the same offerings in each facility, should we include the items listed as inclusive for each facility or separate for each facility?	The entire proposal, minus the required completed checklist, is limited to 20 pages. Neither the CMS application nor the RFA stipulate how a proposer should include the information identified on page 11 of the CMS application therefore that is left up to the proposer to determine.
14 During the phone call you stated that the indirect funding for the project is 15%, is the purpose of the indirect funding to support the infrastructure of the organization and therefore does not need to be reported to the state how the 15% indirect funding is used by the funded organization?	Indirect funding must be identified as a line item in the budget, but a proposer does not have to stipulate how the indirect funding will be utilized.
15 When multiple SNF are involved contractually to participate with the funded organization can the letter include all of the contracted SNF? What information is needed for each SNF under the organization who receives the grant? What is the page limit for the contract SNF letter and does it count towards the 20 page limit for part VII-part XII?	If the potential grantee will be sub-contracting with and providing grant funds to one or more nursing homes, then the information on page 7 of the CMS application would need to be completed for each nursing home. Otherwise an organization that is only working in collaboration with one or more nursing homes can list the required facility information for all on a single list or in the transmittal letter. The entire proposal, minus the required completed checklist, is limited to 20 pages. There is no stipulated page limit for a contract SNF letter but such would be counted toward the 20 page limit.
16 Please clarify the bullet point "To pay staff salaries" - Our plan would be to hire clinically trained employees experienced in discharge planning processes to implement a novel evidence based initiative, the goal of which is to identify factors that result in re-hospitalization. Their primary function would be to conduct follow up contacts with individuals discharged from Skilled Nursing Facilities (SNFs), the underpinning of our entire proposal. A Project Coordinator would be assigned and have the oversight responsibilities directly related to the success of the program. <ul style="list-style-type: none"> • Would their compensation (salary and benefits) be an approved cost covered by the grant funds? • Would recruiting expenses for hiring these individuals be an approved expense covered by the grant funds? 	The Civil Money Penalty grants are required to be for projects to improve the quality of life or quality of care for nursing home residents in certified nursing homes. The grants are not approved for making improvements to a facility's operations unless that improvement is tied to such improvement in quality of care or quality of life for the facility's existing residents. Residents who have been discharged from a nursing home would not be considered to still be residents of the nursing home. Grant Project Coordinator salaries and benefits could be covered by grant funds, but only for the effective period of the grant. Recruiting expenses are generally not an approved expense for grant funds.
17 Please clarify the bullet point "For out of	According to the State of Tennessee Pro Forma grant

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<p>state travel reimbursement” - Does this mean that any associated in-state travel costs will be covered by the grant funds? Is travel time in addition to mileage covered?</p>	<p>contract language: “<u>Travel Compensation</u>. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.” The Federal per diem rates are what the State of Tennessee bases the setting of hotel room rates. Only certain larger cities are identified in those State regulations whereas the Federal per diem system identifies others not listed in the State’s regulations. If included in the proposed grant budget, in-state travel costs can be covered with grant funds. Travel time would be included in either salaries or professional fees, depending upon the whether the individual was an employee of the grantee or a sub-contractor of the grantee, respectively.</p>
<p>18 Please clarify the bullet point “For computers or computer systems for administrative purposes” - Our proposed program would involve follow up with individuals discharged from 5 different SNFs in our system, with the program staff being housed in a central location, but requiring the use of computer systems (computers, fax machines, printers/scanners) and telephones (land lines as well as cell phones) to communicate with the discharging facility as well as the discharged individual and/or their caregivers.</p> <ul style="list-style-type: none"> • Would this equipment be a covered expense, along with their maintenance/repairs and supplies such as toner/paper? • Additionally, these employees would be housed in a separate location from the SNF’s it serves. Would the cost for office space (rental fees, furniture, utilities, maintenance) be an expense covered by the grant funds? 	<p>The Civil Money Penalty grants are required to be for projects to improve the quality of life or quality of care for nursing home residents in certified nursing homes. The grants are not approved for making improvements to a facility’s operations unless that improvement is tied to such improvement in quality of care or quality of life for the facility’s existing residents. Residents who have been discharged from a nursing home would not be considered to still be residents of the nursing home. Whereas grants can be utilized to purchase computers or equipment for resident use, such equipment purchased for the sole purpose of use by facility staff or sub-contractors would not be covered and neither would office space for such staff or contractors.</p>
<p>19 Our plan is to affiliate with an external expert in statistical analysis to assist with setting up our data management tools and for quarterly analysis/reports.</p> <p>Would the consultant fees for these services be a covered expense under the grant funds?</p>	<p>Yes, those would be included under professional fees in the grant budget.</p>
<p>20 If the project is directed toward multiple SNFs, do we need to complete page 7 for each of the SNF’s or can that information</p>	<p>It can be aggregated on one page and attached as an appendix as long as the facility is not receiving grant</p>

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be aggregated on one page and attached as an appendix?	funding as a sub-contractor.
21 What is the process for extending the grant beyond the typical 12-month period?	The proposed grant period should be identified in the transmittal letter, the required grant timeline, and grant budget of the proposal.
22 If all grant monies are not used at the conclusion of the approved grant period, are the monies simply returned to the CMPQI fund?	Yes, the grantee would need to issue a reimbursement check in the amount not utilized to the State of Tennessee.
23 Will CMS be approving grants for each individual state or will all grant submissions be competing for the same funding within Region IV?	CMS approves grants for each individual State as each State maintains its own separate Civil Monetary Penalty fund with monies reimbursed to that State from federal nursing home civil penalties collected from nursing homes in that particular State.

3. **RFA Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFA not expressly amended herein shall remain in full force and effect.